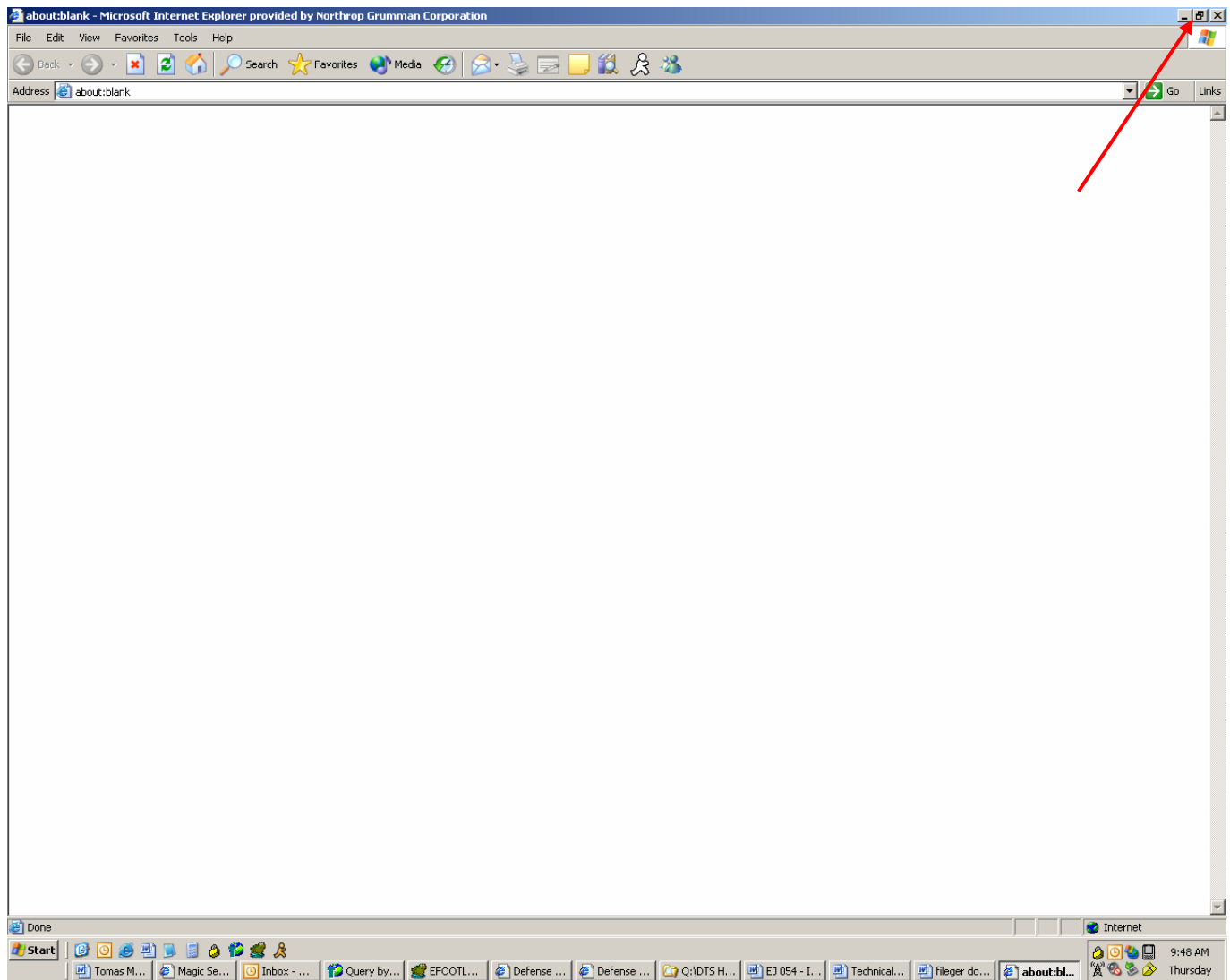# How to Re-Size DTS Windows Opened
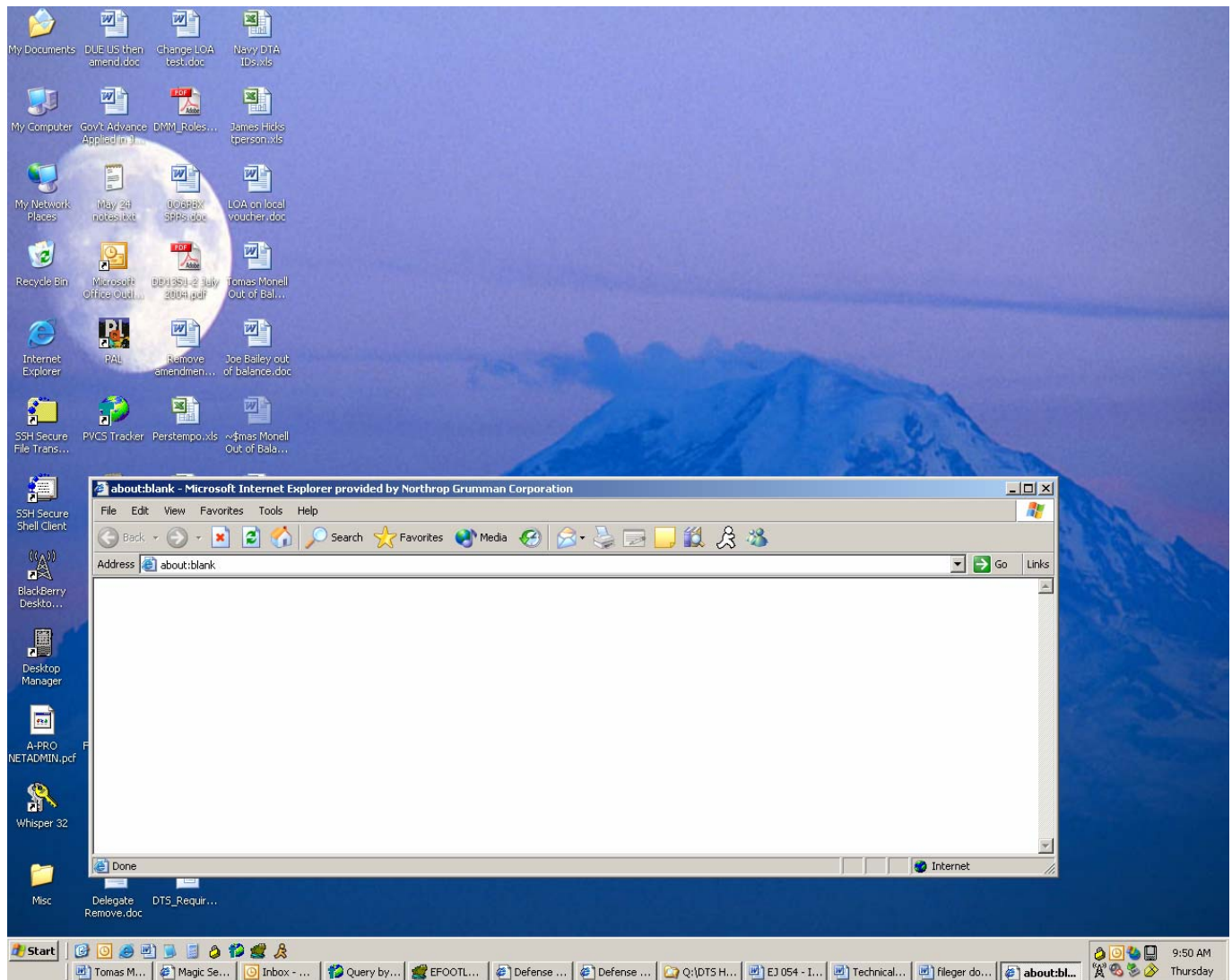# During a User's Session

Opening Statement

The purpose of this instruction is to describe how a user would re-size DTS windows which are opened during a user's session (i.e. when opening official travel, DTA Maintenance Tool, etc).
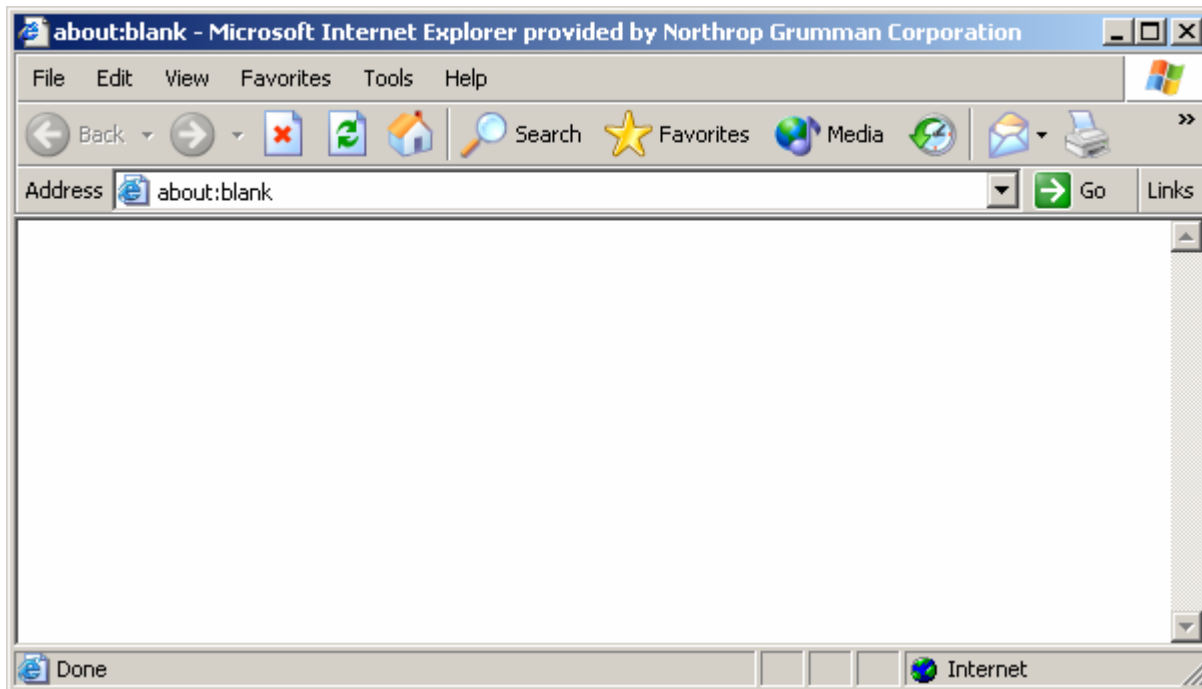
Procedures

1. Open your Internet Explorer (IE) window as you normally would, and click "Restore Down".

2. Once you have clicked "Restore Down", the screen will be restored to a size below "Full Screen".
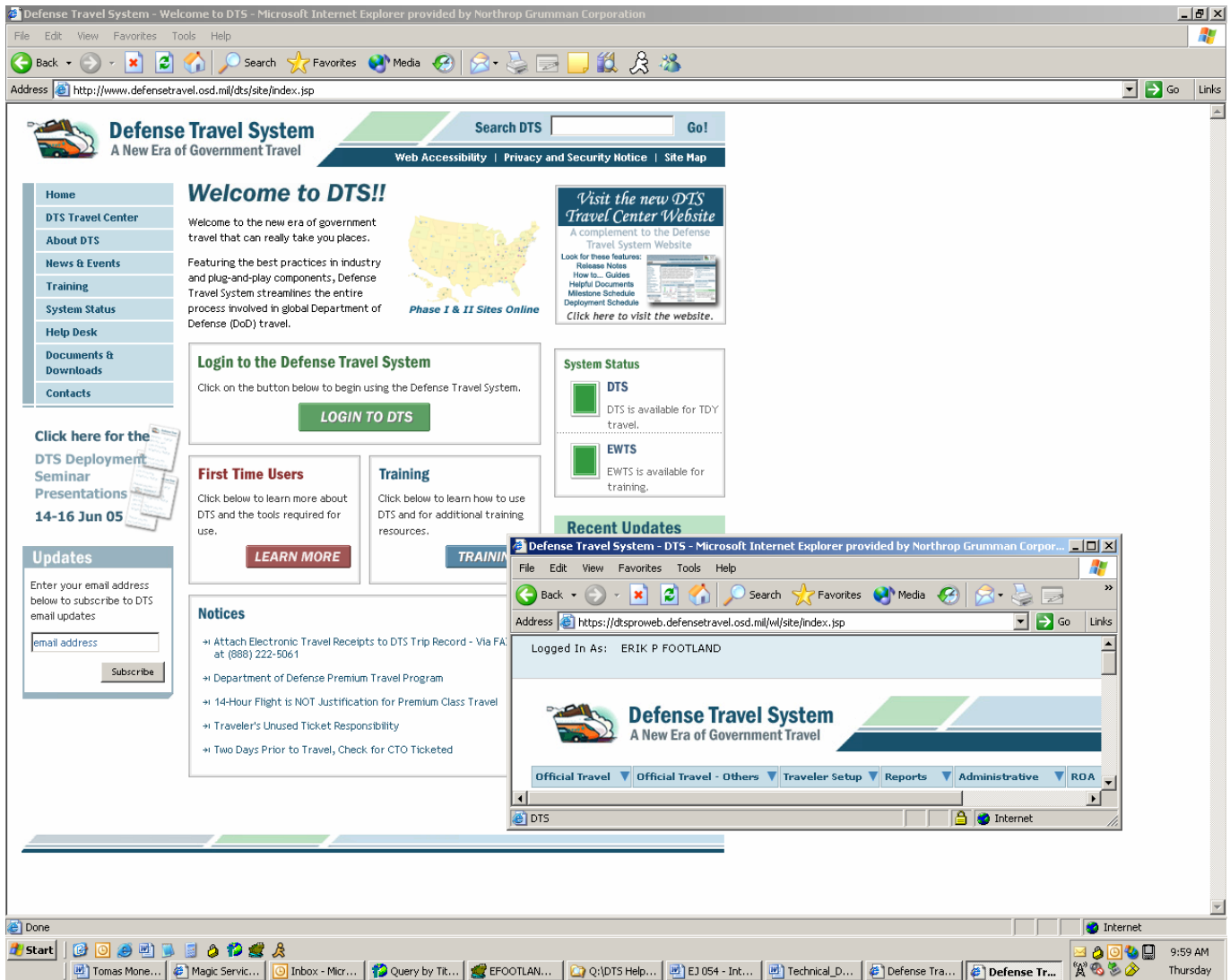
3. You will then need to re-size the window to your specifications. Once the IE window is re-sized to your liking, you can close the window.

4. Open a new IE window, and go to the DTS homepage. The webpage will be opened to the size you have specified. The homepage can be maximized. The user will then need to login to DTS.

5. Once the user logs into DTS, every other screen opened will be the size which was previously specified.

6. Steps 1-3 can be repeated if the window needs to be re-sized to another specification.